

29 July 1952

The Honorable Homer Ferguson
United States Senate
Washington 25, D. C.

Dear Senator Ferguson:

Thank you for your letter of 22 July 1952 with its suggestions regarding personnel policy procedures. We are particularly happy to know your thoughts in this matter, for they coincide with our standard procedures here.

After CIA contacts a prospective employee as to his availability, or receives application forms from an applicant whom we wish to consider favorably, we write to advise "that actual processing of your application for employment with this Agency has been initiated...". This standard letter then goes on to state "that your appointment is contingent on a number of factors, such as character and reference investigation, review of qualifications, and other processing procedures...".

In the case of [redacted] which we discussed the other day, he was sent a letter in March which included the statement that: "It will be necessary to obtain clearance before you start...", and thus he was on notice that he was not set for final employment until he was properly notified by duly authorized officials of the Agency. Unfortunately, [redacted] later received assurances and encouragement to come to Washington from a person who was not authorized to make such statements. This official is no longer one of our employees.

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His actions were contrary to our personnel policy regulations which state that when other than authorized CIA officials discuss prospective employment with applicants, "such discussions do not involve...commitments for actual employment by CIA...". These regulations were adopted and have long been in force here for the specific purpose of avoiding the type of situation which arose in the [redacted] case and to avoid financial loss or harm to an applicant who is rejected for one reason or another.

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I have burdened you with the quotations set forth above in order for you to know that our normal policies and procedures are substantially those which you have suggested in your letter.

With kindest personal regards and best wishes to you for a pleasant summer, I am

Sincerely yours,

Walter L. Pforzheimer
Legislative Counsel

OGC/WLP:jps

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